



Minutes of the Executive Committee Meeting September 14, 2018

Approved

Date of approval: December 14, 2018

Initials: 

Call to order: A regular meeting of the Inland Adult Education Consortium Executive Committee was held at San Bernardino Valley College, 701 S. Mt Vernon, San Bernardino, California; President Conference Room 207 on Friday, September 14, 2018. The meeting was convened at 8:17 a.m. Director Emma Diaz, Facilitator Becky Foreman, Consultant Mitch Rosin conducted the meeting. Minutes recorded by Blanca Olguin.

Members in attendance

Jerry Almendarez	Superintendent, Colton Joint Unified School District
Kit Alvarez	Administrator ROP, San Bernardino County Superintendent of Schools
Cuauhtémoc Avila	Superintendent, Rialto Unified School District
Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District
Audrey Levy	Interim President, Crafton Hills College

Members not in attendance

Mauricio Arellano	Superintendent, Redlands Unified School District
Dale Marsden	Superintendent, San Bernardino City Unified School District
Diana Rodríguez	President, San Bernardino Valley College

Designee (nonvoting)

Ken Wagner	Assistant Superintendent, Redlands Unified School District
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Other(s) Present

Leticia Villa	Principal, Inland Career Education Center, San Bernardino City Unified School District
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Upon motion by Cali Binks, seconded by Cuauhtémoc Avila and approved by the affirmative vote of Almendarez, Alvarez, Avila, Binks, Abstain: Audrey (Noes: None), the minutes for the Inland Adult Education Consortium Executive Committee meeting on August 3, 2018 was approved as presented, without changes.

1. Public comments

1.1 None

2. Reports

2.1 State Adult Education Program (AEP) Office

Emma Diaz shared that the State has updated their website from Adult Education Block Grant (AEBG) to Adult Education Program (AEP) but has not received an official letter. She also shared that San Bernardino Valley College will be hosting a State Training on October 18, data tools for accountability and three-year planning are on the agenda.

2.2 Calendar of State Deadlines 2018

Emma Diaz reviewed the State deadlines:

- September 1, 2018 – Member quarter 4 expenses due in NOVA
- September 30, 2018 – Consortium certification
- September 30, 2018 – 2018-2019 Budget and Workplan due in NOVA
- October 31, 2018 – Quarter 1 TOPSPro due (July 1 – Sept 30, 2018)

2.3 2018-2019 MOU: Contract for Base Funding

Emma Diaz shared that all contracts for base funding have been approved; monies should be received in the middle of October.

2.4 Marketing, Radio, and Google Analytics Report

Emma Diaz mentioned that the marketing mailer will be going out soon and the new brochure is under development.

Jorge Saucedo-Daniel shared that the inland AEBG website is now Brown Act compliant and is still working on AB2257, it includes the mobile app. The Google analytics number of users went up from last year 4.4K to 5.6K and the number of users for the last 90 days went up from 1.4 to 1.7K. The radio advertisement ran from July 24, 2018 through August 4, 2018. In addition, an all-time high milestone for monthly users' was reached; there were 543 users, which is 17.39% higher than the previous record. The pages with the most hits were basic skills and ESL. The top devices used were: mobile phone 56.3% (he would like to make it more smart phone friendly); desktop 39.9%; and tablet users 3.8%.

Dr. Levy would like to see, geographically, where the website is being accessed from.

Mr. Almendarez recommended short videos or podcasts, 2-minute clips of interviews of current students and/or testimonials, possibly doing them in the most popular languages.

2.5 Meeting of the Minds

Emma Diaz did a readout of the Meeting of the Minds conference held on September 4-6, 2018 in Monterey, California. The presentation of the Implementation of NEDP was co-presented with Reg Javier; it was successful.

Mr. Rosin mentioned that normally about 500 people attend but this year there was a turnout of about 1,000 people, due to cross funding.

2.6 NOVA

Emma Diaz shared that the State is working through technical issues on both quarter 4 and 2018-2019 budget and work plan, fiscal members will need to certify both.

3. Discussion items

3.1 2018-2019 Enrollment

Emma Diaz gave an update about the end-of-year data review; she talked about the California AEBG Manager Summary table for 2017-2018. She also mentioned that Maria and Alex are tracking transition students that have received services from them; both are fully scheduled during the week at the members' sites. In addition, she said that San Bernardino Valley College opened up a non-credit ESL class.

Mr. Rosin reviewed the table further by stating that, column P should reflect the students that met with the counselor, filled out a registration form and/or did FAFSA, but might not have registered for classes.

Mr. Almendarez asked if there was a platform where the work groups could upload best practices, either through a Google site or shared drive.

3.2 Rescheduling the December 7th meeting to December 14th

Emma Diaz said that due to State deadlines, the December 7th meeting needs to be rescheduled to December 14th.

Blanca will reach out to the Administrative Assistants.

4. Old business

4.1 None

5. New business

5.1 None

6. Announcements

6.1 Executive Committee Meeting Dates

Emma Diaz reminded the Executive Committee of the next set of meeting dates:

-October 26, 2018	-December 14, 2018	-January 18, 2019
-February 22, 2019	-March 15, 2019	-April 26, 2019
-May 17, 2019	-June 7, 2019	

6.2 State Meetings

Emma Diaz shared the two upcoming State AEP meetings:

- AEP Field Team Meeting: September 27, 2018 (Sacramento, CA)
- AEP Directors' Summit: September 28, 2018 (Sacramento, CA)

6.3 Conferences

Emma Diaz talked about the upcoming CCAE South Coast Section Conference being held on November 16 & 17, 2018 in Palm Springs.

7. Closed Session

7.1 Cancelled

Dr. Dale Marsden requested a closed session be placed on the Agenda for the September 14, 2018 Inland Adult Education Consortium Executive Committee Meeting during the August 3rd meeting, but subsequently notified Blanca Olguin that he will not be in attendance at the September meeting.

8. Adjournment

Motioned by Jerry Almendarez and seconded by Kit Alvarez the meeting adjourned at 9:53 a.m.

The next regular meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, October 26, 2018 at 8:00 a.m. at the San Bernardino Valley College, 701 S. Mount Vernon Ave., San Bernardino, CA, President Conference Room 207.